

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duties of which are assisting the Fire Chief in the direction and management of all operations of the fire department. The incumbent of this class is required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is directly responsible for personnel management functions, including supervising fire department employees in the department or at the scene of an emergency, directing and performing all necessary operations at the fire or emergency scene, assisting in the implementation of a training program, performing public relations duties, supervising the completion and maintenance of department records and reports, and overseeing the general care of fire equipment. The employee of this class works independently in most areas, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the daily operations of the department, by assisting the Fire Chief in the duties of planning and organizing the work and use of fire personnel, equipment and apparatus. Performs the duties of the Fire Chief in the chief's absence. Recommends goals, objectives, and policies for the department. Participates in the research, and assists with planning for programs and activities of the department. Conducts inspections of an assigned division, evaluates effectiveness, and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Keeps informed on modern fire fighting and administrative methods and monitors and evaluates local conditions which may become fire or safety hazards. Investigates accidents involving department equipment or personnel, determines cause, and takes action to correct the problem or to avoid future accidents.

Delegates authority to subordinates for the more effective operation of the department. Supervises department employees by inspecting personnel appearance and their assigned equipment, assigning work areas and schedules, and directing and evaluating work performance. Writes employee evaluation reports. Discusses employees work performance with the appropriate persons. Resolves employee complaints and grievances. Promotes peace and harmony

within the department by assisting with employee discipline. Counsels or recommends disciplinary action against subordinates as necessary. Holds meetings and works with employee groups or takes any other action deemed necessary in order to maintain discipline.

Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation.

Supervises the response to all emergency calls for which the department is answerable in order to direct activities at the scene of a fire or other emergency. Supervises subordinate employees, and personally performs duties such as size-up, firefighting, rescue, emergency medical assistance, salvage and overhaul operations, or related duties, acting as part of the fire attack team as necessary. Assists in all safety procedures at the scene of a fire or emergency, including those involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Provides for the needs of the firefighting or other emergency personnel, and acts as coordinator between fire fighting personnel and law enforcement at the scene.

Assists in the training program by providing regular employee training at all levels within the department. Evaluates training need and provides department training or outside instruction to meet such needs. Conducts, and supervises the training of fire personnel in the classroom, at the drill field, or at fire stations in all areas of basic fire fighting, rescue, use of fire equipment, tools and apparatus, hazardous materials, and other areas which effects the fire department and public safety. Provides assistance to subordinates in technical areas of work. Performs informal or "on-the-job" training for new employees.

Supervises the preparation and maintenance of all department records and reports, such as personnel records and records of activity by reviewing records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping such. Assists in making decisions concerning what information should be included in all records of the department and determining in what form this information should be kept. Compiles and organizes data needed for reports and personally completes any forms and records required. Prepares LFIRS reports.

Supervises inventory of departmental supplies and equipment, including maintaining, ordering and distributing such. Supervises the general care and maintenance of department property, such as communications equipment, firefighting apparatus and equipment, stations, grounds and any other related property. Arranges for outside repairs and routine maintenance or assigns such to qualified department personnel. Inspects department property and

ensures that repairs were properly completed. Meets with sales representatives to review products. Assists the Fire Chief with the preparation of an operating budget, including compiling and organizing data, and submitting information to be used in the budget for the department.

Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks, demonstrations or distributing literature. Assists the Fire Chief in investigating complaints against department personnel and formulating a recommendation for a reply or any other necessary action to be taken. Releases information and answers questions about the department to the news media as directed by the Fire Chief. Participates in conferences, conventions, and other educational meetings.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.